

## **International Travel Factsheet**

Below, please find some information for preparing to travel internationally. Questions regarding travel rules should be directed to BSEE Finance at [bsee\\_travel\\_support@bsee.gov](mailto:bsee_travel_support@bsee.gov) or call (703) 787 1243.

### **Contract Carrier and Use of U.S. Flag Carrier (Airlines)**

- Travelers are required to use contract air carriers between city-pair. Travelers may query the GSA website at [City Pair Program](#) to find information about contract carriers between two cities.
- Per the [Fly America Act](#), you are required to use U.S. air carrier service, regardless of cost.

### **Foreign Per Diem Rates**

- Foreign per diem rates (lodging and M&IE) by location can be found [here](#); maximum lodging amounts are inclusive of taxes. Travelers must verify with the hotel that the lodging rate includes taxes.

### **Government Issued Travel Card**

- Traveler should notify the travel card issuer (phone number on the back of the card) regarding the upcoming international trip.

### **Travel Authorizations (TA)**

- Travel costs must be in U.S. dollars.
- Document Information tab:
  - Trip Code must be TRIP BY TRIP.
  - Trip Purpose Code should be based upon the mission and is usually MISSION (OPERATIONAL).
  - Describe the purpose for the trip (2-3 sentences) in further detail in the Document Detail text box.
- Expenses & Receipts tab:
  - Lodging: Taxes must be included in the daily lodging rate. If the total cost of lodging exceeds the lodging per diem rate, the traveler needs to select Actual Expense and provide justification (reason for hotel selection, cost breakdown in USD and local currency, conversion rate, and conversion site used) in the Comments box.
  - Meals and Incidental Expenses (M&IE):
    - On the day of departure and the last day of travel, the M&IE per diem rate is reduced to 75% of the allowable rate.
    - M&IE must be reduced for meals provided.
  - Per Diem is not reimbursed for any personal days that have been incorporated into the official travel.
  - Medevac Insurance: Must be purchased using the traveler's personal credit card and reflected on the TA. Reimbursement is claimed as a miscellaneous expense.

### **Travel Vouchers (TV)**

- Must be signed by the traveler within five days after completing the trip.
- Must be signed by the approving official within seven days after the traveler signs the voucher.
- Ensure required receipts (including the approved DI-1175 and Ethics form) are attached and all claimed amounts match the receipts.
- CANNOT add Actual Expense per diem after-the-fact.

### **Currency Conversion**

- Must retain copies of documentation of the rate used when converting U.S. dollars to foreign currency, or vice versa, and attach a copy of this documentation as part of the receipt packet.
- Currency converters: 1) [MasterCard's Currency Converter](#) (Bank fee = 0.00%); or (2) [OANDA](#).